

## CLAIMS

What I claim is:

1        1.    A mark-up tool used in operative cooperation with a  
2        computer to allow a user to review and/or alter a plurality  
3        of electronic native documents each of which may have  
4        different formats and each of which is stored in said  
5        computer, said mark-up tool comprising:

6            a)    a selector for selecting and retrieving one of  
7        said stored plurality of said electronic native documents;

8            b)    a converter for changing the format of said  
9        selected native document to a common format; and

10          c)    an editor for reviewing and/or changing the  
11       selected document.

1        2.    The mark-up tool according to claim 1 further  
2        comprising:

3            a)    a re-converter for changing the common format of  
4        the selected document back to the format of the selected  
5        native document; and

6            b)    a director for storing said reconverted selected  
7        document into said computer.

1 3. The mark-up tool according to claim 1, wherein said  
2 stored native document comprises data and wherein said  
3 mark-up tool further comprises a compressor for compressing  
4 the data of said native document after it has been changed  
5 to said common format.

1 4. The mark-up tool according to claim 1, wherein said  
2 common format is of a postscript file.

1 5. The mark-up tool according to claim 1, wherein said  
2 mark-up tool comprises programs written in Microsoft (MS)  
3 VC++6.0.

1 6. A method used in operative cooperation with a computer  
2 to allow a user to review and alter a plurality of  
3 electronic native documents, each of which may have a  
4 different format and each of which is stored in said  
5 computer, said method comprising the steps of:

6 a) selecting and retrieving one of said stored  
7 plurality electronic native documents;

8 b) changing the format of said selected native  
9 document to a common format; and

10 c) reviewing and changing the selected document.

1 7. The method according to claim 6 further comprising the  
2 steps of:

3 a) re-converting the changed common format of the  
4 selected document back to the format of the selected native  
5 document; and

6 b) storing said reconverted selected document into  
7 said computer.

1 8. The method according to claim 6, wherein said stored  
2 native document comprises data and wherein said method  
3 further comprises the step of compressing the data of said  
4 selected native document after it has been changed to said  
5 common format.

1 9. The method according to claim 6, wherein said common  
2 format is of a postscript file.

1 10. The method according to claim 6, wherein said computer  
2 further comprises display means, and wherein said method  
3 further comprising the steps of:

4 a) providing a mouse for pointing to an area of a  
5 document displayed on said display means which is to be  
6 reviewed and/or altered;

7        b) using the mouse to point at the top left area of  
8 the displayed document to be reviewed and/or altered;  
9        c) dragging the now pointer created by the mouse to  
10 the bottom right area of the displayed document to be  
11 reviewed and/or altered;  
12        d) providing a color-coded rectangle surrounding an  
13 area encompassed by said dragging;  
14        e) releasing the mouse;  
15        f) providing a dialog on said display to allow a user  
16 to enter alterations to information confined in said color-  
17 coded area; and  
18        g) entering said alterations.

1        11. The method according to claim 10, wherein said color-  
2 coded rectangle is a color selected from the group  
3 consisting of blue, green, and red.

1        12. The method of claim 11, wherein said color-coded  
2 rectangle further comprises a strip that is selected from  
3 the group consisting of dashed Xs and dashed checks.